

POSITION DESCRIPTION

CITY OF BLOOMINGTON, INDIANA

Position: Sustainability Student Intern – SUMMER 2015

Department: City of Bloomington Department of Economic & Sustainable Development

Dates: May – August 2015 (10 weeks max, some flexibility in start/end dates)

Compensation: \$10/hr; 10 hours/week

Deadline to apply: April 10, 2015

Send resume and cover letter to: sustain@bloomington.in.gov

Duties

- Assist with outreach and coordination for the [Monroe County Energy Challenge](#) to win the \$5 million Georgetown University Energy Prize.
 - In a related effort, assist with efforts to develop an [online rental housing tool](#) to help students consider sustainability issues and the full cost of living when making housing decisions.
- Work with members of the Bloomington Commission on Sustainability to gather and report data related to the [STAR Communities Index](#)
- Support the efforts of Team Green to make City operations more sustainable
- Maintain energy and water usage data for all city facilities in Portfolio Manager
- Attend meetings, functions and events with and as directed by Department Staff
- Answer phones, greet departmental visitors as needed
- Take all reasonable steps to maintain a safe work environment
- Perform other duties as assigned

Skills required

- Experience with public outreach and social media
- Ability to process complex information in order to identify and prioritize strategies
- Ability to gather and accurately interpret data
- Strong problem-solving capabilities
- Well-organized with strong attention to detail
- Ability to maintain accurate records and files
- Moderate to strong comprehension of spreadsheet functions, Word documents, and ability to learn software as required
- Familiarity with Energy Star Portfolio Manager helpful but not required
- Ability to operate standard office equipment including computer terminal and related software, copier and telephone
- Ability to work under minimal supervision, under pressure and with deadlines
- Ability to communicate effectively, both orally and in writing, in diverse contexts

Level of Supervision and Responsibility

Duties are performed according to standard departmental procedures and operations. The position is supervised by the Sustainability Coordinator. Level of supervision varies with scope and nature of the assignment. Many tasks are executed with minimal direct supervision.

Difficulty of Work

The position performs duties in a modern office environment with no unusual physical demands. Work follows a schedule determined according to availability by incumbent and supervisor. Work is performed in a highly visible environment and requires occasional evening and weekend work.

Personal Work Relationships

The position will maintain frequent contact with Department personnel, City employees, local organizations, media and members of the general public for the purpose of giving and receiving assignments and information. Contact occurs during varied situations and circumstances, requiring tact and professionalism.